



Non-Merit Job Vacancy Announcement

INSURANCE COMPLIANCE AUDITOR I

Pay Grade:		Position Type:	Full Time
Salary or Range:	Minimum: \$36,000 - Midpoint: \$45,225	Work Schedule:	Monday Through Friday
FLSA Designation:	Non-Exempt	Work Week:	37.5 Hours

Agency: Kentucky Workers' Compensation Funding Commission
Work Address: 42 Mill Creek Park
Frankfort, KY
Work County: Franklin

AGENCY COMMENTS:

Position is Ungraded, Non - Merit

DESCRIPTION OF JOB DUTIES:

This position performs entry level field audits of insurance carriers to ensure compliance with statutes and regulations. Assist senior audit staff in conducting complex level field audits. Participates in research and receives training. Assist in planning and organizing field audits. Perform other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION:

Bachelor's degree in accounting, finance or related business field.

EXPERIENCE:

Minimum of one (1) year of insurance auditing experience or three (3) of financial or regulatory auditing experience.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Experience working with Microsoft Word, Excel and databases. Strong communication skills with the ability to write and present material clearly. Please provide examples. Must have valid driver's license. Extensive travel required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of

Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

BENEFITS: *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

HOW TO APPLY / APPLICATION PROCESS:

(DEADLINE: 8/30/2016)

[Posted on:]

Please send resume via e-mail to: Renee.Haddix@ky.gov .

Or:

Insurance Compliance Auditor I

KWCFC

PO Box 1128

42 Mill Creek Park

Frankfort, KY 40602-1128

Contact Name: Renee Haddix

Contact Method: 502-782-1720 or
Renee.Haddix@ky.gov

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